

Digital Submission of Theses via FlexNow

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1. General Information

From now on, theses can only be submitted digitally via FlexNow. The faculty is thus following the [RUB's framework regulations for digital submission](#).

A maximum of one file can be uploaded. This must be in PDF or PDFa format and may not exceed 100MB in size.

Only in the event of proven technical difficulties in uploading the thesis via FlexNow can students send the thesis by e-mail to pruefungsamt@ei.ruhr-uni-bochum.de. The examiners have to be contacted in CC. The specified submission deadlines still apply.

2. Information for Students: Digital Submission of Theses

Once you have successfully registered your thesis with the Examinations Office, the registered thesis will appear under "File upload" in your FlexNow portal. All relevant information about the thesis is listed here (title, start of the processing period, submission deadline, earliest submission date, first examiner).

flexnow

EN | DE | 📄 | ✉️ | ⚖️ | ⓘ

- 🗨️ Aktuelles
- 🎓 Studierendendaten
- 📝 An-/Abmeldung
- 👤 Persönliche Titel
- 📁 Datei-Upload

▼ **Bachelorarbeit und Kolloquium (Bachelorarbeit) - Bachelorarbeit - Bachelor-Arbeit**

📁 Bitte laden Sie Ihre Datei(en) hier hoch.

Titel: Dies ist der persönliche Titel der BSc-Arbeit.
 Titel in der Zweitsprache (Englisch): **This is the title of the BSc-thesis.**

Beginn der Bearbeitungszeit: **20.09.2023**
 Abgabe bis einschließlich: **20.12.2023**
 Abgabe möglich ab: **20.11.2023 00:00**

Prüfer*in: Prüfungsamtsleitung ET/IT

Selbstständigkeitserklärung

Bitte bestätigen Sie, dass Sie die Arbeit selbständig und ohne Benutzung nicht angegebener Hilfsmittel, verfasst haben.

Ich versichere, dass ich die Arbeit selbständig und ohne Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Ich stimme der Überprüfung der Arbeit durch eine Plagiatsoftware zu.

Dateien hochladen

Sie können noch 1 Datei(en) zur Abgabe hochladen.
 Es können ausschließlich PDF-Dateien hochgeladen werden.
 Jede Datei darf maximal 100 MB groß sein.
 Bitte öffnen Sie nach dem Hochladen jede Ihrer hochgeladenen Dateien, um das Hochladen zu prüfen.

Nichts ausgewählt Datei(en) auswählen

📁 Hochladen

Hochgeladene Dateien

Datum	Dateiname
Noch keine Dateien vorhanden	

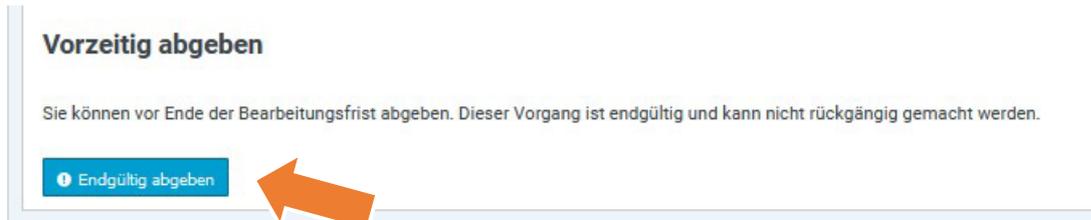
As soon as the minimum processing time has been exceeded, you can upload your thesis. To do this, you must first confirm the statement of authorship. The statement of authorship in your thesis is no longer required. You can now select a file to upload and then click on "Hochladen". This is possible

until the end of the processing time (23:59). After uploading, you can open the file by double-clicking on it and check whether you have uploaded the correct document.

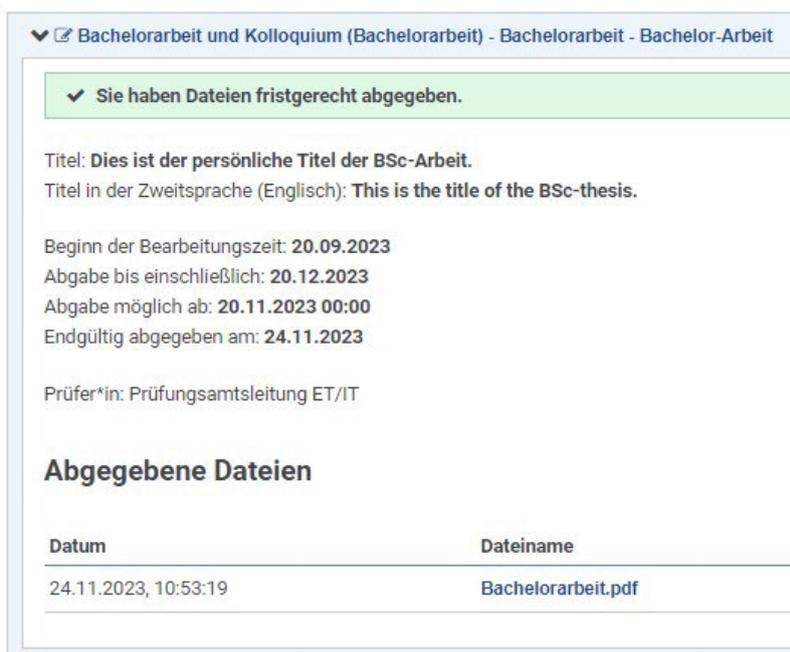
The file is now on the server of the examination office. You can replace the uploaded file with another version as often as you like until the final submission. The previously uploaded document will be overwritten.

Once the earliest submission deadline has passed, you can submit your work by clicking on "Endgültig abgeben". No further uploads are possible after this.

Please note: If you miss the submission deadline, the uploaded document will be automatically submitted by FlexNow. However, we recommend that you actively submit it before the deadline.



After the final submission by you, or the automatic submission by FlexNow, after the processing time has expired, you will receive a confirmation by e-mail. You will also see the successful submission in your FlexNow portal. The examination office and your examiners will also be notified that the work is ready for download.



If a non-disclosure notice is required, please use the password function in your PDF program. You can then send the password to the Examination Office and your examiner by email. This ensures that third parties do not have access to the content of your work.

3. Information for Examiners: Downloading digitally submitted theses:

After the final submission of the thesis by the student, you as the examiner will receive a corresponding notification by email. You can then download the theses in FlexNow:

1. click on "Arbeiten herunterladen".
2. a list of the submitted, ungraded theses for which you have been entered as the examiner will appear.
3. select the file(s) you wish to download and click on the "Herunterladen" button.

The screenshot shows the FlexNow interface for examiners. On the left, there is a menu with the following items: Menü, **Arbeiten herunterladen** (highlighted with a red box), Prüfungsteilnehmer*innen, Studierendendaten, Applikation, and Logout. The main content area is titled 'EI - Prüfungsamt' and 'Arbeiten'. It features a search filter and two buttons: 'Markierte als ZIP-Datei herunterladen' and 'Markierte anonymisiert als ZIP-Datei herunterladen' (both highlighted with red boxes). Below these is a table of submitted files:

	Dateien	Korrekturfrist	Name	Matrikel-Nr	Titel
Masterarbeit - Elektrotechnik und Informationstechnik					
<input type="checkbox"/>	Anmeldung_UAR.pdf 01.02.2023, 15:22:43	22.02.2023	Ted Tester	19111111	Latein I
<input type="checkbox"/>	ENB_Erkaerung_ETIT.pdf 10.02.2023, 11:01:54	03.03.2023	Erika1 FlexNowTest	55107246	Test

At the bottom of the table area, there are two more buttons: 'Markierte als ZIP-Datei herunterladen' and 'Markierte anonymisiert als ZIP-Datei herunterladen'.

The files can be downloaded until grades have been entered and posted. After that, the submitted work will no longer be visible to you.

External examiners who do not have access to FlexNow will continue to receive the submitted thesis through the Examinations Office. You must still submit the grades using the form sent by the Examinations Office.

The digital theses will be stored in the Examinations Office for five years in accordance with RUB guidelines.